



# HARFORD COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH

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## Division of Food Control

### Guideline for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

The Maryland Health-General Code Annotated and the Code of Maryland Regulations require that plans and specifications be submitted to the Department when a person proposes to construct a food establishment, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. The minimum information provided must include the plans and specifications of the building and the food equipment, and must include other information as required to complete the review. In certain cases, the Department may require information relative to the foods proposed for processing or manufacture in order to assess whether the food handling and preparation procedures, as well as training procedures, adequately control identified hazards. A plan submitted with this information is called a HACCP Plan. A HACCP Plan is required for certain facilities that, following a preliminary priority assessment, are classified as **High or Moderate Priority** facility. This guideline is to assist you in providing the information for the Priority Assessment and the HACCP Plan.

### Information Necessary for a Priority Assessment

1. Menu or Type of Foods – Provide a copy of the menu or a written description of the foods that will be prepared and served.
2. Food Service System – Specify the types of food service systems you will use. Food service systems include: Cook-Serve, Cook-Hot Hold-Serve, Cook-Chill-Reheat-Hot Hold-Serve, Cold Hold-Serve, etc.
3. Number of Meals Prepared – Specify the number of meals prepared on an average day.
4. Population Served – Specify whether you serve groups of persons who are particularly susceptible to disease, for example, very young, aged, hospitalized, or otherwise compromised.

For a food establishment that the Department classifies as a **High or Moderate Priority** facility, the following information must be submitted to comply with the Hazard Analysis requirements.

**For High or Moderate Facilities:**

**General Food Preparation Information**

1. Describe how you will ensure that all foods received will be from approved sources.
2. Specify whether raw meats, poultry, and seafood will be stored in the same refrigeration units as cooked/ready-to-eat foods. If so, describe how cross-contamination will be prevented.
3. Indicate how each category of frozen potentially hazardous foods will be thawed.
4. Indicate how each category of potentially hazardous foods will be cooled.
5. Methods include: ice baths, shallow pans, reduced volume, rapid chill, etc. List the categories of foods that will be prepared more than 12 hours in advance of service.
6. Specify how ingredients for cold ready-to-eat foods will be pre-chilled before mixing or assembly.
7. Specify whether any prepared foods are distributed off-premises.
8. Specify whether any foods are received in reduced oxygen packaging, or are reduced oxygen packaged on-site.

**HACCP Plan Information**

1. For the menu items identified by the Department as being frequently involved in food-borne illnesses, submit a completed **HACCP Plan Form** or equal. Once approved, this form must be readily available in the food preparation area of each store. During the process of completing this form, it is necessary to carefully analyze how the foods are prepared. The most important steps in terms of the safety of the foods, known as critical control points, must be identified on the **HACCP Plan Form**. At these points, a potential food hazard is controlled by properly completing an activity. The activity often has a measurable component or limit that can be monitored. Critical Control Points (CCPs) generally include thawing, cooking, chilling, reheating, and hot-holding, but other steps may be included depending on the food. The way in which the CCPs are monitored must be described on the **HACCP Plan Form**. If the activity at the Critical Control Point is not completed properly due to employee error, equipment malfunction, etc., a corrective action is necessary. The corrective action for each CCP must be placed on the **HACCP Plan Form**. Refer to the attached example **HACCP Plan Form**.
2. Provide drawings or other information which show that the arrangement of work areas, work flow plan, and food service system are coordinated to minimize possible contamination or mishandling of food.

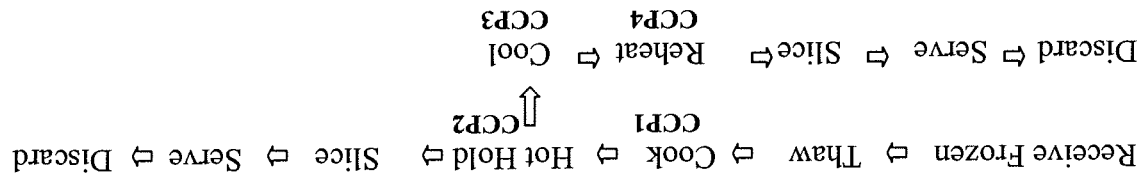
3. The equipment used to support the proposed food service system and necessary to control the identified hazards at Critical Control Points (CCPs), must be indicated on the **HACCP Plan Form**, facility layout plan, and the equipment schedule. Depending on the type of food service system and the identified CCPs, needed equipment may include: Cooking equipment, Equipment designed to chill hot food, Cold-holding equipment, Hot/Cold-holding equipment, and Reheating equipment.
4. Submit a written procedure for training a food service facility employee on the information found in the **HACCP Plan Form**.

# HACCP Plan Form (Example 1)

Facility: ABC Restaurant      Preparer: Ace Consultants      Date: 00/00/00

Food Item: Beef Roast/ Sliced Beef

Flow diagram or descriptive narrative of the food preparation steps for the food item:



## HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. <u>Cook</u> to internal temperature of 145°F for a minimum of 3 minutes.	Check temperature of the product's center with a calibrated stem thermometer.	Continue to cook.
2. <u>Hot Hold</u> at minimum of 140°F.	Check the internal temperature of the product every 2 hours.	If internal temp. is less than 140°F for more than 2 hrs discard. If internal temp. is less than 140°F for 2 hrs or less, rapidly reheat to 165°F for 15 seconds.
3. <u>Cool</u> so that internal temperature is less than 70°F in 2 hrs., and less than 45°F in an additional 4 hrs.	Check internal temperature of the product at one hour intervals.	Discard if product not cooled to 45°F within 6 hrs.
4. <u>Reheat</u> to internal temperature of 165°F for at least 15 seconds.	Check internal temperature of product.	Discard if product fails to reach 165°F within 2 hrs.

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

- CCP 1: Convection Oven (2)
- CCP 2: Heat Lamps (4)
- CCP 3: Walk-in Cooler (1)
- CCP 4: Convection Oven (2)

## HACCP Plan Form (Example 2)

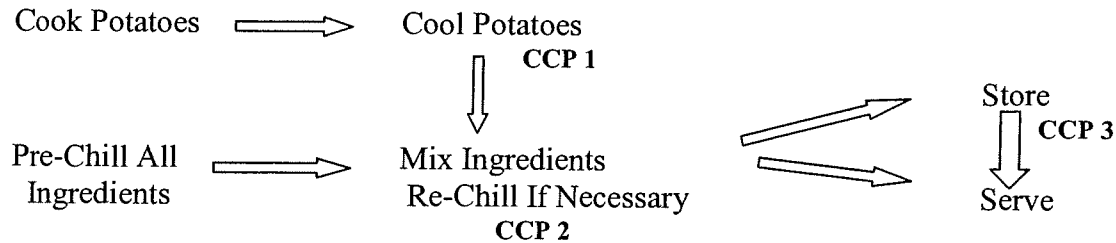
Facility: ABC Restaurant

Preparer: ACE Consultants

Date: 00/00/00

Food Item: Potato Salad

Flow diagram or descriptive narrative of the food preparation steps for the food item:



### HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. Cool potatoes so that internal temperature is less than 70°F in 2 hrs and less than 45°F in an additional 4 hrs.	Check internal temperature of product at one-hour intervals.	Discard if product temperature not cooled in 6 hrs.
2. Mix using pre-chilled ingredients. Use good hygienic practices, and sanitize all prep utensils. Rapidly re-chill food after prep if temp greater than 45°F.	Evaluate procedures and check temperature of food every 30 minutes.	Re-chill if food temp. exceeds 45°F, and discard food if contaminated or if temp. exceeds 45°F for more than 2 hrs.
3. Store food to maintain temp at 45°F or less.	Check food temp. every hour while on display. Check indicating thermometer on refrigerator every 6 hrs.	Discard food if internal temp. exceeds 45°F for more than 2 hrs.

### Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: Walk-in Refrigerator

CCP 2: Reach-in Refrigerator (2)

CCP 3: Salad Bar, Walk-in Refrigerator

# HACCP Plan Form

Facility:

Preparer:

Date:

Food Item:

Flow diagram or descriptive narrative of the food preparation steps for the food item:

## HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1.		
2.		
3.		
4.		

Equipment utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1:

CCP 2:

CCP 3:

CCP 4:

## **.16 Plan Review.**

**A. General.** A food service facility shall submit plans and specifications for construction, remodeling, or alterations to a food service facility in accordance with Health-General Article, §21-321, Annotated Code of Maryland.

**B. Required Information to Comply with Hazard Analysis Requirements.**

(1) At the time of the plan review submission described in §A, the operator or owner of a food service facility shall submit to the approving authority:

(a) A menu or other written description of the foods to be prepared or served; and

(b) The proposed type of food service system (that is, cook-serve, cook-hot hold-serve, cook-chill/freeze-thaw-reheat-hot hold-serve, etc.).

(2) The approving authority shall classify the proposed or remodeled food service facility as a high, moderate, or low priority facility, in accordance with the criteria set forth in Regulation .17B.

(3) At the time of the plan review submission, a high or moderate priority food service facility shall provide information to the approving authority showing that the food service equipment needed to meet the requirements of the food service system is provided. Depending on the type of food service system, needed equipment may include:

(a) Cooking equipment;

(b) Equipment designed to chill hot food;

(c) Cold-holding equipment;

(d) Hot-holding equipment;

(e) Reheating equipment.

(4) At the time of the plan review submission, a high or moderate priority food service facility shall provide drawings showing that the arrangement of work areas and the work flow plan are coordinated with the proposed food service system in order to minimize possible contamination or mishandling of food.

(5) At the time of the plan review submission, a high or moderate priority food service facility shall:

(a) Identify the critical control points for menu items which have been identified by the Department as being frequently involved in food-borne illnesses;

(b) Submit a written plan to control and monitor each critical control point;

(c) Submit written procedures as to how to handle a food if the critical control point is not under control due to:

(i) Employee error,

(ii) Equipment malfunction,

(iii) Power failure;

(d) Provide a written procedure for training a food service facility employee about the written plans described in §B(5)(b) and (c) of this regulation.

**C.** The approving authority may not approve any part of a plan proposed by a food service facility until all written information required in §B is submitted to the approving authority.

